



USAID | INDONESIA

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U.S. Agency for International Development (USAID) is recruiting Indonesian Nationals only for **SECRETARY** Position (**post code: RSC**) position; Salary range between Rp.2,3 – 4.7 million per month depending on qualifications, experience and salary history.

Scope of Work: Serves as Mission roving Secretary. The incumbent carries out secretarial/administrative and clerical functions. Performs a wide variety of secretarial duties to ensure smooth and efficient operations. Receives, reviews and routes all incoming and outgoing correspondence; screens/greets all visitors/guests and callers; prepares domestic and international travel authorizations and travel reimbursement.

Qualifications: Completion of secondary school is required. Completion of secretarial training is highly desirable. Minimum of 2 (two) years experience in secretarial duties. Fluent written and spoken English is required. Good typing skills; Computer proficiency in Microsoft Office, Access and Outlook.

Please send your application by e-mail with the **post code as the subject of your email** to: jkthrd@usaid.gov by close of business October 6, 2006.

Only short listed candidates will be contacted. No telephone or email inquiries will be accepted.